



*CDE Institution Level Report Instructions
for CIIS 1.0*

May 25, 2004

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CDE Institution Level Report Instructions

DON'T FORGET!

- Allow enough time to review the survey, gather data, and enter the entire survey by your reporting due date. The date that you click the submit button will be recognized as the date the report was submitted to the Compliance and Monitoring Division.
- Print the final PDF of your completed survey for future reference and store it in a file with any backup notes you used to provide responses. You may receive a call to discuss your survey responses.
- Submit financial statements.

CIIS Requires Responses to All Questions

The organization must provide a response in every “active” field in order to submit the survey. Fields that are not active, or not required, are grayed out on the screen. CIIS determines that a table is complete when the user checks the “Complete or Not Applicable” box that accompanies each table. Throughout the survey entry process, CIIS will notify you if you try to leave an entry screen without entering all required fields. CIIS also provides a survey status page for users to verify the completion of each survey section.

- When appropriate, CIIS will allow “Don’t Know” and/or “Not Applicable” as a valid response to a question. These options are provided in a dropdown menu next to the entry field. For every active field, you must either type a response OR select from the “Don’t Know” / “Not Applicable” dropdown menu if you cannot provide the requested information.
- **Don’t Know (DK):** Use “Don’t Know” when the question is valid for the organization, but you do not know the answer to the question. For example, the organization provides technical assistance, but you do not know how many hours of group-based training were provided during the reporting period.
- **Not Applicable (NA):** Use “Not Applicable” to indicate that question is not valid or applicable to the organization. Please do not use “Not Applicable” for a “\$0” or “0” response. For example, if the organization purchases loans but did not purchase any loans during the reporting period, the number of loans purchased is “0”. However, if the organization does not purchase loans at all, then the number of loans purchased is “Not Applicable”. Please note that “Not Applicable” does NOT mean not available (use “Don’t Know” for not available).

When every required field contains a response, the Status Page will display "Complete" for each survey section and the "Submit" button on the final page will be active.

TO Contact the Help Desk:

Phone Number: (703) 373-1516

Fax Number: (703) 373-1517

E-Mail: ciishelp@kearneyco.com

Suballocatee Confirmation

In order to enter the survey, the organization must confirm the complete list of Suballocatees provided. If the organization does not have any Suballocatees, the user must confirm that this question is Not Applicable by selecting the "Not Applicable" option in the selection box prior to continuing in the survey.

The Fund draws the list of Suballocatees from the Allocation Tracking System (ATS) and the organization's Allocation Agreement. The organization is prohibited from modifying this list. If there is an error, contact the Fund at gmc@cdfi.treas.gov.

QEI Confirmation

In order to enter the survey, the organization must confirm the complete list of QEIs that were issued by the Allocatee and/or Suballocatee(s) during the reporting period or in previous reporting periods. Again, the accuracy of this list is critical for reporting in the survey. If there are any inaccuracies, please "Log Off" CIIS and remedy the errors before continuing. If a QEI that the organization issued by the reporting period end is not listed, go to myCDFIFund to access ATS and add additional QEIs. The updates will appear in CIIS on the next business day. If there are errors in any of the QEIs listed, particularly the amount of the QEI, the user will need to contact the Fund to edit the organization's finalized QEI data. Please see the ATS Instructions Manual for information about requesting such edits from the Fund.

Organizational Confirmation

Reporting Period Definition

The Reporting Period for this survey is defined as the organization's fiscal year ending in 2003. Unless otherwise noted, all questions in this survey refer to the reporting period.

Prior to completing the survey, organizations must confirm that the Fund has correct and up-to-date information on any Suballocatee(s) and Qualified Equity Investments (QEIs).

In order to enter the survey, the organization must confirm the organizational structure provided by CIIS. The Fund draws the organizational structure from the organization's myCDFIFund profile. If there is an error, STOP. You must correct this information through the organization's myCDFIFund account. Updates should appear in CIIS on the following business day. You may continue the survey only AFTER the updated information appears in CIIS. If you proceed before then, your survey may be invalid.

Organizational Structure

- Non-Profit or Not-for-Profit
- For-Profit
- Tribal or Village Government
- Other

I. ORGANIZATIONAL INFORMATION

A. Basic Information

This section displays information that the Fund currently has on file for the organization. The Organizational Information section of the survey pertains to the Allocatee only. Please review the Basic Information carefully. The user will not be able to edit these fields on the screen or in CIIS.

• Date of Organization's Fiscal Year End

The Reporting Period for this survey is the organization's fiscal year ending in 2003.

If the information is incorrect, please contact the Fund at gmc@cdfi.treas.gov. Include the full name of the organization and most recent application number, if available, to correct the error.

All changes to the below information must be made through the organization's account at www.CDFIFund.gov site. The updates will appear in CIIS on the following business day. You may continue the survey at any time. It is not necessary to wait until these updates appear in CIIS.

- Street Address
- City
- State
- Zip
- Website Address (if available)
- Telephone Number
- Facsimile Number

1) Name of Person Responsible for Completing the Survey and Transaction Level Data Submission

Enter the name of the person from the organization who is responsible for reporting the data in this institution-level survey and the transaction-level data submission. This individual will be contacted if the Fund requires clarification or explanations during the data cleansing process.

2) Telephone Number of Person Responsible (including Extension if applicable)

Enter the telephone number of the person named above.

3) Email Address of Person Responsible

Enter the email address of the person named above. Enter the email address in all lower case letters, unless the address is case sensitive.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

4) Year Organization Began Financing Activities

Enter the year the Allocatee began financing activities.

5) Year of Organization's Incorporation

Enter the year the Allocatee's Incorporation. If this entry is prefilled by CIIS and the information is correct, please skip to the next question. If this entry is prefilled by CIIS and the information is incorrect, please enter the correct information.

B. Organizational Structure / Affiliation

The organizational information in this section pertains to the Allocatee only unless otherwise noted.

Select the Characteristics that Apply to the Allocatee.

6) Select the institution structure(s) that describes the organization. Select all that apply.

- Thrift, Bank or Bank Holding Company
- Credit Union
- Publicly Traded Company
- Small Business Investment Company (SBIC)
- Specialized Small Business Investment Company (SSBIC)

- Government-Controlled Entity
- New Market Venture Capital Company

7) Is the Organization a "Faith-Based" Organization?

Select whether the Allocatee and/or any of its Suballocatees are faith-based organizations.

8) Did any QLICs Made During the Reporting Period Finance or Provide Services to any Religious Institution(s) or Faith-based Organization(s)?

Select whether any Qualified Low Income Community Investments (QLICs) financed or provided services to any religious institutions or faith-based organizations during the reporting period. This question pertains to the Allocatee, any Suballocatees, and any CDE investees.

9) Has or Does the Organization Intend to Use Any Other Tax Credit Programs in Conjunction With Its NMTC Program Strategy?

For each tax credit program provided, select whether the organization, has used or intends to use, that program in conjunction with its NMTC program strategy.

This question pertains to the use of QEI proceeds by the Allocatee and/or Suballocatee(s).

- Historic Tax Credit
- Empowerment Zone, Enterprise Community or Renewal Community Tax Credits
- Other Federal Tax Credit Program
 - Name of Other Federal Tax Credit Program
- State Tax Credit Program
 - Name of Other State Tax Credit Program
- Local Tax Credit Program

C. Geographies Financed During the Reporting Period

For each geographic area provided, select whether the organization used its QEI proceeds to provide any financing in that geographic area during the reporting period. This question pertains to the use of QEI proceeds by the Allocatee and/or Suballocatee(s).

10) Which of the Following Geographic Areas were Financed by the Allocatee's QEI Proceeds During the Reporting Period?

- Appalachia
- Colonias
- Hot Zones (see explanation below)

- Lower Mississippi Delta
- Native American Areas
- Rural Areas
- Major Urban Area
- Minor Urban Area

Hot Zones

Economic Development Hot Zones:

- Metropolitan Economic Development Hot Zones are census tracts with:
 - a) A minimum population of 1,500,
 - b) An unemployment rate at or above 1.5 times the national average,
 - c) A poverty rate at or above 20 percent, and
 - d) A median family income at or below 80 percent of the metropolitan area median income
- Non-metropolitan Economic Development Hot Zones are counties or census tracts with:
 - a) A minimum population of 500,
 - b) An unemployment rate at or above 1.5 times the national average, and either
 - c) A poverty rate at or above 20 percent or
 - d) A median family income at or below 80 percent of the statewide non-metropolitan median family income or the national non-metropolitan median family income (whichever is greater).

Housing Hot Zones:

Housing Hot Zones are metropolitan census tracts and non-metropolitan counties or census tracts that:

- Have minimum population of 1,500 (for metropolitan census tracts) or 500 (for non-metropolitan counties or census tracts) and either
- Demonstrate Low-Income Rental Housing Cost-Burden:
 - a) Median monthly rental housing cost that exceeds 30 percent of the gross monthly income of a low-income household
 - b) A poverty rate at or above 20 percent, and
 - c) A median family income that is at or below:
 - 80 percent of the metropolitan area median income (for metropolitan census tracts), or
 - The greater of 80 percent of the statewide non-metropolitan median family income or the national non-metropolitan median family income (for non-metropolitan counties or census tracts), or
- Demonstrate Low-Income Homeowner Cost-Burden:
 - a) Median monthly homeowner cost that exceeds 30 percent of the gross monthly income of a low-income household and
 - b) A median family income that is at or below:

- 80 percent of the metropolitan area median income (for metropolitan census tracts), or
- the greater of 80 percent of the statewide non-metropolitan median family income or the national non-metropolitan median family income (for non-metropolitan counties or census tracts).

Combination Hot Zones

Combination Hot Zones are geographic units that meet both the criteria for Economic Development Hot Zones and Housing Hot Zones.

Native American Areas

Additionally, all Native American Areas and similar entities that are eligible Investment Areas - but do not meet the above Hot Zone definitions - are automatically considered to be Hot Zones.

D. Human Resources Dedicated to the Allocatee's NMTC Program

For each category, enter the organization's full-time equivalent (FTE) resource allocation at the reporting period end. Include the resources of the Allocatee as well as the Parent, Suballocatee(s), and other organizations that support the organization's NMTC strategy, if any. Count all full- and part-time employees of the organization to determine total FTEs. Include contractors and consultants that perform ongoing operations as well as volunteers who fill regular staff positions. Exclude temporary employees and professional services conducted outside of the office by third parties such as accounting, bookkeeping, and legal counsel.

One FTE is a 35-hour or more work week. In calculating the number of full-time equivalents, part-time employees should be combined.

Example (1): Two part-time employees that each work 17.5 hours per week should be combined to count as one FTE. (17.5 hours X 2 = 35 hours)

Example (2): If a full-time loan officer spends 28 hours per week on lending activities and 7 hours per week providing training, this person would count as .80 (=28/35 or 80%) FTEs Dedicated to Lending/Investing activities and .20 (=7/35 or 20%) FTEs Dedicated to Development Services.

11) FTEs Dedicated to Lending/Investing

Enter the organization's total FTEs dedicated to loan/investment underwriting and outreach, loan administration, servicing, and collections at the reporting period end.

12) FTEs Dedicated to FCOS

Enter the organization's total FTEs dedicated to financial counseling and other services (FCOS) at the reporting period end. These activities may be performed by technical assistance staff, loan officers, or other staff members.

13) FTEs Dedicated to Administration and Other Activities

Enter the organization's total FTEs dedicated to any activities not covered in the categories above, including finance, human resources, fundraising, policy, administration, and other overall management at the reporting period end.

14) Total FTEs

CIIS will calculate and display this amount.

15) Consultant/Contractor FTEs

Enter the organization's consultant/contractor FTEs at the reporting period end. Include individuals covered by management contracts. This entry is a subset of the Total FTEs indicated above. Therefore, this response cannot be more than the Total FTEs displayed.

II. FINANCIAL POSITION

In this section of the survey, report on the overall financial position of the Allocatee and, if applicable, Suballocatee(s). This section will require you to use the Allocatee's and Suballocatee's Balance Sheet or Statement of Financial Position as well as the Income and Expense Statement for the reporting period.

You must submit the financial statements used to complete this survey to the Fund. The survey submission is incomplete without the financial statements. If you are reporting on the activities of the Allocatee and one or more Suballocatees, you may submit separate audited financial statements for each entity OR consolidated statements, provided that the activities of each Suballocatee are clearly segregated from those of the Allocatee and any other Affiliates of the Allocatee.

Note: For venture capital funds, all financial questions pertain to the investing entity(ies), not the managing entity, unless otherwise noted.

A. Lending/Investing Pool

16) QEI Distribution Table

Purpose and Overview

This table collects information about how the Allocatee and/or Suballocatee(s) has used or plans to use its QEI proceeds for QLICIs, as of the end of the reporting period. The table provides a snapshot of the organization’s actual and intended QLICI investments – per QEI – as of the end of the reporting period.

Each row of the chart represents one QEI that the organization finalized in ATS.

The chart columns are broken into four sections: (1) QEI data, which has three data points that are pre-filled with information the organization finalized in ATS; (2) QLICI Usage, which has four data points that the user will manually enter; (3) Other Eligible Usages, which has three data points that the user will manually enter; and (4) Original Term of QEI, which the user will manually enter. To complete this table, the four QLICI Usage data points and the three Other Eligible Usage data points need to sum to the Amount of the QEI at Original Issue. More specific information about each data point is provided below. Because this chart is just a snapshot at the reporting period end, the list of QEIs that appear in the chart may remain the same from year-to-year, but the QLICI Usage and Other Eligible Usages may change from year-to-year.

The information in this chart will not be used to measure the organization’s compliance with Section 3.2 of the Allocation Agreement. It simply provides pre-populated data for other areas of the organization’s survey in CIIS: 1) Investment Capital Summary Table; 2) Loan Purchase Event Table; 3) Non-QEI Contributions for Operating Expenses Table; and 4) QEIs Used for FCOS Table.

In completing this table, the organization should use the Allocatee and/or Suballocatee(s) Balance Sheet(s) or Statement(s) of Financial Position.

ENTERING AND MODIFYING DATA

Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to open the dialog box that will allow you to change the data entered for that row. When you have completed the changes, use the "Update" button to update the data in the QEI Distribution Table or the "Cancel" button to leave the data unmodified.

EXPLANATION OF QEI IDENTIFIER DATA POINTS

The following 3 data points are pre-filled by CIIS, based on the QEIs that the organization finalized in ATS, and were verified prior to entering this survey. If there are errors in any of these 3 data points, exit CIIS, and contact the Fund to edit the organization’s finalized QEI data. Please refer to the ATS Instructions Manual for information about requesting such edits from the Fund.

Data Point	Explanation
QEI Identifier	This is a unique identifier assigned to each QEI that the organization finalized in ATS. For each QEI, CIIS will pre-fill its QEI identifier into one row of the QEI

Data Point	Explanation
	Distribution Table.
Date QEI Issued	CIIS will pre-fill the date the QEI was issued.
Amount of QEI at Original Issue	CIIS will pre-fill the Amount of QEI at Original Issue for each QEI based upon the information the organization finalized in the ATS.

EXPLANATION OF THE QLICI USAGES DATA POINTS

The amounts the user enters in these columns should sum to the original amount of actual QLICIs the organization made by the end of the reporting period, plus the dollar amount of QLICIs the organization intends to make subsequent to the end of the reporting period. In other words, if the organization is using the direct-tracing methodology to meet the substantially all requirement, the sum of the amounts entered in these 4 columns should be equal to the amount of QLICIs the organization would use to demonstrate that it has satisfied the substantially all requirement for each QEI.

Data Point	Explanation
QALICB Loans and Investments	For each QEI, enter the sum of: (1) the dollar amount of the proceeds that were used to make loans and investments in QALICBs as of the reporting period end AND (2) the dollar amount of the proceeds that will be used to make future loans and investments in QALICBs after the reporting period end. The organization should include loans and investments made to both real estate and non-real estate QALICBs. If the organization did not, or does not, plan to use this QEI to make any loans or investments to QALICBs, enter zero.
Loans and Investments in Other CDEs	For each QEI, enter the sum of: (1) the dollar amount of the proceeds that were used to make loans and investments in other CDEs as of the reporting period end AND (2) the dollar amount of the proceeds that will be used to make future loans and investments in other CDEs after the reporting period end. If the organization did not, or does not, plan to use this QEI to make any loans or investments to other CDEs, enter zero.
Loan Purchases from Other CDEs	For each QEI, enter the sum of: (1) the dollar amount of the proceeds that were used to purchase loans from other CDEs as of the reporting period end AND (2) the dollar amount of the proceeds that will be used to make future loan purchases from other CDEs after the reporting period end. If the organization did not, or does not, plan

Data Point	Explanation
	to use this QEI to purchase any loans from other CDEs, enter zero.
FCOS	For each QEI, enter the sum of: (1) the dollar amount of the proceeds that were spent on FCOS as of the reporting period end AND (2) the dollar amount of the proceeds that will be used for FCOS after the reporting period end. If the organization did not, or does not, plan to use this QEI for FCOS, enter zero.

EXPLANATION OF THE OTHER ELIGIBLE USAGES DATA POINTS

Data Point	Explanation
Operations	For each QEI, enter the sum of: (1) the total amount of the proceeds spent on Operations during the reporting period AND (2) any amount of proceeds the organization intends to spend on Operations after the reporting period end. This amount should not exceed the 15% that the organization may use toward other activities, per the substantially all requirement.
Reserves for Additional Investment in Existing QLICs	For each QEI, enter the amount of the proceeds that the organization has set aside for additional investment in existing QLICs at the reporting period end. This amount, summed with "Reserves for Loan Losses", should not exceed the amount of reserves that the organization is permitted to establish pursuant to the IRS regulations (i.e., 5% of the QEI proceeds).
Reserves for Loan Losses	For each QEI, enter the amount of the proceeds that the organization set aside for loan losses in existing QLICs at the reporting period end. This amount, summed with "Reserves for Additional Investment in Existing QLICs," should not exceed the amount of reserves that the organization is permitted to establish pursuant to the IRS regulations (i.e., 5% of the QEI proceeds).
Original Term of QEI (months)	For each QEI, enter the term of the QEI, at original issue, in months. This amount should be equal to, or greater than, the 7-year tax credit period (i.e., 84 months), during which the QEI must remain with the CDE.

Data Entry Example: The organization's compliance reporting period end (i.e., fiscal year end) is December 31, 2003. The organization issued a QEI for \$100,000 on October 1, 2003, and the organization finalized this QEI in ATS. As of the reporting period end, the organization is still within its allowable 12-month timeframe to invest its QEI proceeds into QLICs, and thus the organization has only made \$20,000 in QALICB investments; the organization has set aside \$5,000 for the statutorily allowable NMTC reserve (\$3,000 of which is for loan losses); and the organization is using \$15,000 for operations. The remaining \$60,000 has not yet been invested, but before the 12-month timeframe expires the organization intends to invest \$25,000 in additional QALICB loans, and invest the other \$35,000 in other CDEs. Therefore, the amounts entered would be as follows:

Data Point	Amount Entered
Amount of QEI at Original Issue	\$100,000 (from ATS)
QALICB Loans and Investments	\$45,000
Loans and Investments in Other CDEs	\$35,000
Loan Purchases from Other CDEs	\$0
FCOS	\$0
Operations	\$15,000
Reserves for Additional Investment in Existing QLICs	\$2,000
Reserves for Loan Losses	\$3,000
Original Term of QEI	84

17) Non-QEI Investment Capital Table

In this table, identify the sources of funds, if any, that make up the Allocatee and/or Suballocatee(s) Non-QEI lending/investing pool. The Non-QEI investment pool should include any capital that is intended to supplement NMTC-funded projects. Capital reported in this section should appear on the Allocatee's and/or Suballocatee(s)' Balance Sheet(s). Please note, "non-QEI" does not include NMTC's "Leverage Model" investments and debt.

Use all of the organization(s)' Balance Sheet(s), Statement(s) of Financial Position, historical records, and associated notes to enter all sources of loan or investment capital at the reporting period end. Include both idle capitals available to loan or invest as well as deployed capital. Only record capital that is reflected in the Balance Sheet or Statement of Financial Position. For venture capitalists, record all paid in capital, as committed capital will be reported separately.

Use one row in the table for each distinct capital source with the same interest rate and term. If a single source provided two loans or investments with different terms, the organization must use two separate entry rows.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct source of capital. For each row you initiate, CIIS will provide a dialog box for you to enter the details of that investment. After completing the entries, use the "Add Row" button in the dialog box to exit the dialog box and save the data in the Non-QEI Investment Capital Table or use the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row you would like to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After

selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for that row. When you have completed the changes, use the "Update" button to exit the dialog box and save the updated data in the Investment Capital Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF DATA POINTS

Data Point	Explanation
Source of Capital	<p>For each row, select the Source of Capital from the dropdown menu that best describes the identified capital source:</p> <ul style="list-style-type: none"> • Bank or other Regulated Financial Institution • CDFI Intermediary • Corporation - Real Estate Developer or Investment Company • Corporation - Utility company • Corporation - Other • Government-Federal - CDFI Fund • Government-Federal - Other Sources • Government - State or Local • Government Sponsored Entity (GSE) • Individuals • Internal Funds • Non Depository Financial Institution - Insurance company • Non Depository Financial Institution - Investment bank • Non Depository Financial Institution - Pension Fund • Non Depository Financial Institution - Venture fund • Philanthropic Organization - Foundation • Philanthropic Organization - Other • Religious Institution • Other
Type of Capital	<p>For each row, select the Type of Capital from the dropdown menu that best describes the identified type of capital:</p> <ul style="list-style-type: none"> • Deposits • Debt - Secondary Capital (Credit Union Only) • Debt - EQ2 • Debt - Other • Equity – Non-QEI • Net Assets-Grants

Data Point	Explanation
	• Net Assets-Other OR Retained Earnings
Amount	For each row, enter the Amount of lending/investing capital remaining at the reporting period end. For loans, enter the outstanding principal balance as it appears in the Balance Sheet or Statement of Financial Position.
Interest Rate	For each row, if the Type of Capital is Debt, enter the Interest Rate. If the Interest Rate is variable, provide the Interest Rate in effect at the reporting period end. If the Type of Capital is Deposits, the user may either enter the weighted average interest of all deposits OR select Not Applicable. If the Type of Capital is Equity, Net Assets, or Retained Earnings, CIIS will prefill the Interest Rate as Not Applicable.
Remaining Term (in months)	For each row, if the Type of Capital is Debt, enter the Remaining Term (in months) at the reporting period end. If the Type of Capital is Deposits, the user may either enter the Remaining Term (in months) OR select Not Applicable. If the Type of Capital is Equity, Net Assets, or Retained Earnings, CIIS will pre-fill the Remaining Term as Not Applicable.

18) Investment Capital Summary Table

This is a summary table. The user does not enter data in this table.

This table automatically summarizes all investment capital entered in the QEI Distribution Table and Non-QEI Investment Capital Table. The table includes a row for the weighted average cost and term of debt capital. If the totals for the various capital sources are incorrect, please modify the data in the QEI Distribution Table and the Non-QEI Investment Capital Table as appropriate.

19) Off-Balance Sheet Resources Committed to the Organization for NMTC-Related Lending/Investing.

Enter the amount of any additional lending and investing funds that have been committed to the Allocatee and/or Suballocatee(s) Non-QEI investment pool, but that do not appear on the financial statements for the reporting period. Include grants, equity, debt, and any undrawn lines of credit the organization expects to use for lending/investing. For venture capital funds, include all committed capital.

B. Additional Funds Leveraged by the Organization**20) Additional Funds the Organization Was Able to Attract Because of Its QEIs.**

Enter the total non-QEI investments the Allocatee, as well as the Parent and any Suballocatees, attracted during the reporting period as a result of QEI investments OR select Don't Know. Include dollars that appear on balance sheet.

Example (1): Include any dollars the organization was able to obtain in additional debt due to its equity position being improved by QEIs.

Example (2): Include any grants the organization was able to obtain to cover operating expenses related to its NMTC program.

C. QLICI Commitments**21) Total Financing Committed for QLICIs (Except FCOS) at Reporting Period End**

Include commitments to be financed by QEIs, as well as capital that is intended to supplement NMTC-funded projects. Enter the amount of financing committed for QLICIs by the Allocatee and/or Suballocatee(s) at the reporting period end OR select Don't Know. Include the loan and investment commitments made by the Allocatee and/or Suballocatee(s) to borrowers or investees that have not yet been disbursed, but for which the organization(s) has reserved cash, cash equivalents, or other assets to fund at a later date. Do not include dollars for FCOS.

D. Reporting Period Summary Balance Sheet Information

In this section, provide financial information for the Allocatee and each Suballocatee. For venture capital CDEs, all asset and liability questions pertain to the investing entity(ies) that issued QEI(s) by the reporting period end.

22) Select all Entities that Issued QEIs As Of The Reporting Period End.**23) Loan Loss Reserve****23a) Non-QEI Reserves for Loan Losses - Cash**

Enter the amount of non-QEI cash set aside for loan or investment loss reserves as of the reporting period end.

23b) Accrual

Enter the loan loss reserve set aside for loan or investment losses through accounting-based accrual reserves at the reporting period end. Accrual loss reserves typically appear as a contra-asset on the balance sheet.

24) Total Assets

Enter the organization's total assets at the reporting period end.

25) Deposits

Note: Depository CDEs, enter the organization's deposits at the reporting period end.

26) Total Liabilities

Enter the organization's total liabilities at the reporting period end.

27) Shareholders Equity, Net Assets, or Net Worth

CIIS will calculate and display the organization's shareholders equity, net assets, or net worth.

E. Summary Income and Expense Statement Information

For venture capital CDEs, all income and expense questions pertain to the investing entity(ies).

28) Non-QEI Contributions for Operating Expenses

In the table provided, enter the organization's Non-QEI Contributions for Operating Expenses available for the reporting period. Include contributions to the Allocatee and Suballocatee(s).

Use one row in the table for each type of contribution. Include unrestricted operating grants and donations and/or temporarily restricted grants released from restriction during the fiscal year. Do not include equity or grants for capital, temporarily restricted grants which are intended for future operating periods, or grants that will be passed through to other organizations.

If the organization did not receive any Non-QEI Contributions for Operating Expenses during the reporting period, please select "Not Applicable" at the bottom of this table.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct type of contributor. For each row you initiate, CIIS will provide a dialog box for you to enter the details of that source of revenue. After completing the entries, use the "Add Row" button exit the dialog box and save the data in the Non-QEI Contributions for Operating Expenses Table or use the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row you would like to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for that row. When you have completed the changes, use the "Update" button to exit the dialog box and save the data in the Non-QEI Contributions for Operating Expenses Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF DATA POINTS

Data Point	Explanation
Type of Contributor	<p>For each row, select Type of Contributor from the dropdown that best describes the type of contributor:</p> <ul style="list-style-type: none"> • Bank or other Regulated Financial Institution • CDFI Intermediary • Corporation - Real Estate Developer or Investment Company • Corporation - Utility company • Corporation - Other • Government-Federal - CDFI Fund • Government-Federal - Other Sources • Government - State or Local • Government Sponsored Entity (GSE) • Individuals • Non Depository Financial Institution - Insurance company • Non Depository Financial Institution - Investment bank • Non Depository Financial Institution - Pension Fund • Non Depository Financial Institution - Venture fund • Philanthropic Organization - Foundation • Philanthropic Organization - Other • Religious Institution • Other

Data Point	Explanation
Amount	For each row, enter the Amount available for the reporting period operating expenses.

29) Total Earned Income

Enter the organization's Total Earned Income for the reporting period. Include income for the Allocatees and Suballocatee(s).

Include interest and dividend income earned on the organization's portfolio.

Include fee income earned from the organization's lending portfolio and retail financial services, such as closing, service or late fees, and all account fees.

Include any interest earned on cash and marketable securities (e.g., Certificates of Deposits, Treasury Bills, etc.). Include the organization's income from contracts, training, and consulting during the reporting period that can be used for operating expenses. Include any revenue from customers paying for specific contracted services (e.g., client payments for workshops, seminars, consulting services and other technical assistance). Finally, include any other earned revenue not captured in the defined categories noted.

30) Total Income

CIIS will calculate and display the total income

31) Total Expenses

Enter the organization's total expenses for the reporting period. Include expenses for the Allocatee and/or Suballocatee(s).

32) Estimated Value of any additional expenses, if any, related to your NMTC strategy which are not included in your income and expense statements.

If any additional expenses were incurred that are not captured in the Income and Expense Statements, enter the estimated value of those expenses. Include all in-kind donations as well as expenses related to the entity's operations but incurred by another entity.

III. LOAN PURCHASES

This section captures information about loans purchased during the reporting period by the Allocatee and/or Suballocatee(s). The data will be used to analyze the portion of NMTC activity resulting in loan purchases. If the organization used non-QEI funds to cover any portion of the purchase, identify these amounts.

If applicable, responses to this question will be used to confirm the organization's compliance with its Allocation Agreement.

33. Loan Purchase Table

The Loan Purchase Table is intended to capture information on any loans the organization has purchased from other CDEs during the reporting period.

Include the purchase of loans that were underwritten by a different CDE. Use one row in the table for each distinct loan purchase event.

If the organization has not purchased any loans during the reporting period, please select "Not Applicable" at the bottom of this table. If "Not Applicable" is selected, any data entered will be lost and the entire table will default to no information.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct loan purchase transaction. For each row you initiate, CIIS will provide a dialog box for you to enter the details of that transaction. After completing the entries, use the "Add Row" button in the dialog box to enter the data in to the Loan Purchase Event Table or use the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select a row you would like to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for each row. When you have completed the changes, use the "Update" button to update the data in the Loan Purchases Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select a row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF DATA POINTS – TABLE A

The following data points will be displayed in the table that appears on the initial screen of the Part III "Loan Purchases Table."

Data Point	Explanation
Purchase #	System assigned value.
Purchase Date	For each row, enter the month, day, and year of the loan purchase event.
Seller Organization	For each row, enter the certification control number of the CDE from which the organization purchased the loans.
Total \$ Paid	For each row, this amount will prefill from Table B. An explanation of Table B follows.

Data Point	Explanation
Total # Loans	For each row, enter the total number of loans for the purchase.
Presale Book Value	For each row, enter the Presale Book Value for the loan purchased.

EXPLANATION OF DATA POINTS – TABLE B

In order to access the Table B data points that follow, you must first click “Add row” to open the Table A dialog box described above. Next, click “Add Row” again to access Table B for the data points that follow. The user must add the Table B data points for each row in Table A.

Data Point	Explanation
Source of Funds	For each row in Table A, select the QEI(s) that funded the purchase from the dropdown menu provided OR select non-QEI. The only QEIs that will appear are those for which the user indicated in the QEI Distribution Table that proceeds are available for loan purchasing. If the QEI that funded the purchase does not appear in the dropdown menu, return to the QEI Distribution Table to correctly identify which QEIs were used to purchase loans from other CDEs.
Actual \$ Used	For each row in Table A and each QEI identified, enter the actual amount of the QEI used for the particular loan purchase. The user will not be able to enter an amount that exceeds the amount of this QEI that is available for loan purchase activities, as identified in the QEI Distribution Table.

34) Sector Breakouts for All Loans Purchased

Use the Sector Breakouts for All Loans Purchased During the Reporting Table to identify the organization's loan purchases by sector. If the organization does not have this level of detail available, classify the loans as "Other/Unknown". The user will receive an error message from CIIS if the total number of loans and total amount of loans do not match the sums provided in the Loan Purchases Table.

IV. FINANCIAL COUNSELING AND OTHER SERVICES (FCOS)

Enter any Financial Counseling and Other Services (FCOS) offered by the Allocatee and/or Suballocatee(s) during the reporting period.

If applicable, responses to this question will be used to confirm the organization's compliance with its Allocation Agreement.

35) QEIs Used for FCOS Table

This table will be used to identify all QEIs used for FCOS during the reporting period. Include FCOS provided by the Allocatee and/or Suballocatee(s). Use one row in the table for each QEI used for FCOS.

If the organization did not provide any FCOS during the reporting period, please select "Not Applicable" at the bottom of this table. If "Not Applicable" is selected, any data entered will be lost and the entire table will default to no information.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct loan purchase transaction. For each row you initiate, CIIS will provide a dialog box for you to enter the details of that transaction. After completing the entries, use the "Add Row" button to close the dialog box and save the data in the QEIs Used for FCOS Table or use the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row you would like to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for each row. When you have completed the changes, use the "Update" button to close the dialog box and save the data in the QEIs Used for FCOS Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF DATA POINTS

Data Point	Explanation
QEI	For each row, select a QEI that funded FCOS from the dropdown menu. The only QEIs that will appear are those the organization indicated in the QEI Distribution Table which have proceeds available for FCOS. If any QEIs that funded the FCOS do not appear in the dropdown menu, return to the QEI Distribution Table to correctly identify

Data Point	Explanation
	which QEIs were used for FCOS.
Amount Set Aside for FCOS	For each QEI, CIIS will display the Amount set aside for FCOS from the information provided in the QEI Distribution Table.
Amount Used for FCOS During Reporting Period	For each QEI enter the Amount Used for FCOS during the reporting period. For each QEI, the user will not be able to enter an amount that exceeds the Amount set aside for FCOS.

FCOS Provided Using QEI Funds

Group-based training refers to a group forum, such as a workshop. One-on-one technical assistance is customized to an entrepreneur or business. Include FCOS provided by the Allocatee as well as the Parent and Suballocatees, if any, that are part of the organization's NMTC strategy.

36) Entrepreneurs and Businesses Receiving Group-Based Training – Number of Clients

Enter the total number of clients receiving group-based training during the reporting period OR select Don't Know. Count each client once even if they have participated in training services on multiple occasions.

36) Entrepreneurs and Businesses Receiving Group-Based Training – Hours Provided

Enter the total number of hours of group-based training the organization provided during the reporting period OR select Don't Know.

37) Entrepreneurs and Businesses Receiving One-on-One Technical Assistance – Number of Clients

Enter the total number of clients receiving one-on-one technical assistance during the reporting period OR select Don't Know. Count each client once even if they have received technical Assistance on multiple occasions.

37) Entrepreneurs and Businesses Receiving One-on-One Technical Assistance – Hours Provided

Enter the total number of hours of one-on-one technical assistance the organization provided during the reporting period OR select Don't Know.

FCOS Provided Using Non-QEI Funds

If any FCOS was provided using non-QEI funds, record that FCOS in the table below.

Group-based training refers to a group forum, such as a workshop. One-on-one technical assistance is customized to an entrepreneur or business. Include FCOS provided by the Allocatee as well as the Parent and Suballocatees, if any, that are part of the organization's NMTC strategy.

38) Amount of Non-QEIs Used for FCOS, If Any

Enter the amount of non-QEI dollars, if any, used for FCOS during the reporting period OR select Don't Know.

39) Entrepreneurs and Businesses Receiving Group-Based Training – Number of Clients

Enter the total number of clients receiving group-based training during the reporting period OR select Don't Know. Count each client once even if they have participated in training services on multiple occasions.

39) Entrepreneurs and Businesses Receiving Group-Based Training – Hours Provided

Enter the total number of hours of group-based training the organization provided during the reporting period OR select Don't Know.

40) Entrepreneurs and Businesses Receiving One-on-One Technical Assistance – Number of Clients

Enter the total number of clients receiving one-on-one technical assistance during the reporting period OR select Don't Know. Count each client once even if they have received technical Assistance on multiple occasions.

40) Entrepreneurs and Businesses Receiving One-on-One Technical Assistance – Hours Provided

Enter the total number of hours of one-on-one technical assistance the organization provided during the reporting period OR select Don't Know.

V. DATA COLLECTION SYSTEMS

41) Loan Portfolio Software

Select the software used by the organization to track loan and investment data such as original amount, principal outstanding, loan terms, and status.

- Customized Database Created with Access
- Customized Database Created with Another Program
- DownHome Loan Manager
- Excel
- Fed Comp
- Grants Management System
- LoanBase
- Loan Ledger
- Manual or Paper Based System Only
- Nortridge
- Notesmith
- Other

Other

If the organization selects “Other” for the loan portfolio software, enter the other software used.

42) Borrower Characteristics Software

Select the software used by the organization to track borrower information such as contact information, gender, race, credit scores, and other characteristics.

- Customized Database Created with Access
- Customized Database Created with Another Program
- DownHome Loan Manager
- Excel
- Fed Comp
- Grants Management System
- LoanBase
- Loan Ledger
- Manual or Paper Based System Only
- Nortridge
- Notesmith
- Other

Other

If the organization selects “Other” for the borrower characteristics software, enter the other software used.

43) Community Development Impact Software

Select the software used by the organization to track impact data such as affordable housing units constructed, jobs created, jobs retained, and other community impact outputs.

- Customized Database Created with Access
- Customized Database Created with Another Program
- DownHome Loan Manager
- Excel
- Fed Comp
- Grants Management System
- LoanBase
- Loan Ledger
- Manual or Paper Based System Only
- Nortridge
- Notesmith
- Other

Other

If the organization selects “Other” for the community impact software, enter the other software used.

VI. CREDIT REPORTING AGENCIES USED

44) Credit Scores

Select whether the organization collects credit scores.

45) Reporting Agency

If the organization collects credit scores, select yes or no for each option to identify the credit reporting agency(ies) used by the organization:

- Equifax
- Experian
- TransUnion

VII. SURVEY FEEDBACK

46) How Many Hours Did it Take to Complete the Survey?

Please enter how many hours it took your organization to complete the survey OR select Don't Know.

47) Comments

Please comment on any difficulties the organization had in completing the survey or any suggestions for improving it. For example, do you collect the information

that is asked for? How difficult would it be for you to begin collecting the information you do not currently collect? Please provide indicators the organization uses to measure community development impact that are not included in the survey.

VIII. IRS COMPLIANCE QUESTIONS

You have now completed the Fund's Institution-Level Survey. You are now entering the Internal Revenue Service (IRS) Compliance Survey. If you have questions about the contents of the IRS Compliance Survey, please contact John Bickford at:

John Bickford - Senior Program Analyst
 SB/SE Compliance Policy
 Internal Revenue Service
 5000 Ellin Road, C9-465
 Lanham, MD 20706
 Voice: (202) 283-2515

1. For each Qualified Equity Investment received during the fiscal year have you notified the investor that their investment qualifies for the New Markets Tax Credit?

2. At any time during the fiscal year did the total dollar amount of QEIs received exceed the amount of the NMTC allocation awarded by the CDFI Fund?

2a. If yes, what was the amount of QEIs received that exceeded the amount authorized in the Allocation Agreement?

3. During the fiscal year did a "recapture event", as described in 26 CFR §1.45D-1T(e)(2) occur?

3a. If yes, complete the following chart for each QEI subject to recapture.

Data Point	Explanation
QEI	Auto-populate QEI Identifier from ATS
Date Recapture was Triggered	
Reason for Recapture	-Cease to be a CDE -Failed Substantially All -Redeemed QEI -More than one reason

Data Point	Explanation
Amount Subject to Recapture	\$
Did you inform the appropriate investors of the recapture event?	YES/NO

4. For QLICIs made during the fiscal year, was each QLICI made within 12 months of originally receiving the QEI?

4a. If no, what was the aggregate dollar amount of QLICIs not made within the required timeframe?

5. Did you receive any principal repayments on a QLICI (equity or debt), for which these amounts were not reinvested within the timeframe required by IRS regulations?

5a. If yes, what was the aggregate dollar amount of QLICI repayments not reinvested within the required timeframe?

6. For any QLICIs that you made during the fiscal year to Qualified Active Low-Income Community Businesses, did the businesses qualify as QALICBs (per 26 CFR §1.45D-1T(d)(4)) at the time of the initial investment?

6a. If NO, please describe below:

7. If you invested in or lent to other CDEs, did you ensure that these entities:

7a. Were in fact certified as CDEs by the CDFI Fund?

7b. Invested the funds received into eligible QALICBs?

8. If you purchased loans from other CDEs, did those loans meet the loan purchasing criteria (per 26 CFR §1.45D-1T(d)(1)(ii))?

9. Did you establish reserves in accordance with 26 CFR §1.45D-1T(d)(3)?

9a. If yes, what was the aggregate amount of reserves established?

10. Did you use the direct tracing or safe harbor method for determining substantially all?

Data Point	Explanation
Name of CDE	Name of Allocatee from Allocation Agreement OR Name of Subsidiary CDE from Allocation Agreement
Substantially All Methodology Used	Direct Tracing / Safe Harbor / Not Applicable

11. Please use the narrative box below to provide any further information regarding your responses to Questions 1-10 of this IRS compliance survey:

CERTIFICATION STATEMENT - CIIS DATA SUBMISSION

Prior to the Fund accepting the data submitted by an organization, the user must certify, on behalf of the organization, to the following:

1. The person(s) entering the data and making these certifications has been authorized, by the organization for which the data is input, to enter the data and make the certifications.
2. The institution-level and transaction-level data to be submitted to the CDFI Fund through CIIS is true, accurate, and complete, and accurately represents the activities and/or performance of the organization for which data is input.
3. If the organization is a certified CDFI, the organization continues to meet the eligibility requirements for certification as a CDFI.
4. If the organization is a certified CDE, the organization continues to meet the eligibility requirements for certification as a CDE. The term "Organization" shall include the Allocatee and all of its subsidiary Allocatees, if applicable.
5. If the organization received a 2003 Native American Technical Assistance (NATA) or Native American CDFI Development (NACD) award, then 50 percent or more of the Awardee's or the Awardee's Partner's activities primarily serve Native American, Alaska Native and/or Native Hawaiian communities.

6. If the organization has received an award from the CDFI Fund, none of the proceeds of said award has been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.

7. As applicable, the organization maintains its existence as an Insured Credit Union, an Insured Depository Institution, or a Depository Institution Holding Company, as defined by the Appropriate Federal Banking Agency.